

REPORTS INVENTORY						CONTROL NO. DDS/OL/SD-60 XXXXXX			
PREPARE IN DUPLICATE									
1. TITLE OF REPORT (if a fill-in report include Form No.) RIA Property In Use Reevaluation						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING			
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	ADMIN. GENERAL					
		LOGISTICS	SECURITY	OTHER (specify)					
		MEDICAL	FINANCE						
4. NO. OF COPIES PREPARED 1		5. FREQUENCY (weekly, monthly, quarterly, etc.) Semi-Monthly		6. DISTRIBUTION (No. of components not number of copies) 1					
7. FORMAT (memorandum, form computer print-out, etc.) Computer Print-Out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. 115		9. DIRECTIVE AUTHORITY REQUIRING REPORT HR <input type="checkbox"/> STAT					
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS, OL/SD/FSB			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)						
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-6	3.51	X	.25	=	.88	X	24	=	21.12
B. COSTS OF COMPUTER PRODUCED REPORTS									
					.25		24		8.00
TOTAL COSTS PER YEAR							29.12		
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. A working tool for the analysis of Property In Use price changes.									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain), <input type="checkbox"/> CHANGE <input checked="" type="checkbox"/> DISCONTINUE							ESTIMATED SAVINGS MAN-HOURS DOLLARS		
15. DATE OF INVENTORY 25 Sept 70							6	29.12	
16. NAME AND TITLE OF PERSON FURNISHING INFORMATION - AC/OL/SD/SMB/GMMS							18. EXTENSION <input type="checkbox"/> STAT		